

MILITARY DEPARTMENT
OFFICE OF THE ADJUTANT GENERAL
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Sacramento, California 95826-9101



CAJS-J1-SP

22 January 2009

MEMORANDUM FOR All California Military Department State Civil Service (SCS) Employees

SUBJECT: State Personnel Policy Memorandum 2009-02
Individual Notification Letters of California Military Department State Civil Service
Furlough Program

1. Policy Memorandum 2009-01, updated on 12 January 2009, addresses pending furlough programs beginning on 6 February 2009. As stated in this memorandum, the furloughs affect all SCS employees.
2. Today, the California Military Department is sending out official correspondence addressed to each SCS employee informing them of their specific monthly furlough schedule. This letter will be hand delivered by each employee's Supervisor or sent directly to the home address on file (depending on work location).
3. If you would like further information on budget reduction and furlough related issues, you can visit our website listed below where we post updates and official correspondence as they become available.

<http://www.calguard.ca.gov/casp>

4. We also understand that this program may create unforeseen hardships. Should you encounter a situation that requires special assistance, please remember that the State of California's Employee Assistance Program (EAP) is an available resource to each employee. To inquire about available services and resources, they can be contacted at 866-327-4762, or you can visit the EAP website at:

www.eap4soc.mhn.com

5. As always, please feel free to contact the State Personnel office at (916) 854-3310 if you have any further questions.

FOR THE DIRECTOR, JOINT STAFF:

Jeffrey W. Magram (22 Jan 09)
JEFFREY W. MAGRAM
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